



REQUEST FOR JUDICIAL ADMINISTRATIVE RECORDS

Under California Rules of Court, rule 10.500

INSTRUCTIONS & GUIDANCE

Please complete the fields on the request form to the best of your ability. Be as specific as possible. Feel free to attach additional sheets of paper or information as necessary. If you require assistance in completing the form, please feel free to contact us using the contact information provided on the request form.

Some helpful tips in formulating a focused and effective request that reasonably describes an identifiable judicial administrative record or records and properly clarifies the nature of your request, pursuant to California Rules of Court (CRC), rule 10.500(c)(4)(D) and 10.500(c)(9):

1. Read CRC rule 10.500 and the information on our website at <http://www.courts.ca.gov/home.htm>.
2. Whether the requested records will be used for your or someone else's trade, profit, or commercial interest.
3. Avoiding an overly broad request.
4. Specifying the types of records you are seeking and/or describing the underlying reason for your request?
5. What time-frame you are interested in for the records you are seeking? For example, records of X and Y, for January 1, 2015 to Present.
6. What specific types of records you are seeking (e.g. electronic, paper, emails, faxes, etc.) or vendor contracts, nonconfidential employee records, Judicial Council program fact-sheets, legislative reports, etc.).

While you are not required to complete the "name", "organization", "address", "zip code", "telephone number", or "email address" fields, we strongly recommend that you do so. Failure to do so could result in delay processing your request. Additionally, doing so will allow us to contact you if we require clarification of your request. If we require clarification but are unable to contact you, your request may be closed for lack of a response.

DO NOT USE THIS FORM IF YOU ARE SEEKING:

- Divorce records
- Court case records (e.g. opinions, briefs, complaints, filings)
- Criminal background information or history
- Traffic ticket and other traffic violations, or assistance with a traffic issue
- Jury service information or assistance
- Probate-related records, wills, estates, as well as birth and death certificates
- Name change records
- Legal advice or assistance
- Complaints against a judicial officer or court employee

Instead, please refer to our website at <http://www.courts.ca.gov/publicrecords.htm>, <http://www.courts.ca.gov/requestforms.htm>, <http://www.courts.ca.gov/jc-index.htm>, and <http://www.courts.ca.gov/selfhelp.htm>. Additionally, information on numerous topics can be found by using the "search" function on our website in the upper-right corner.



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Requester Information

Name _____

Organization _____

Address _____
(include city and state) _____

Zip Code _____

Telephone Number & (_____) _____

Email Address _____

Description of Information Requested

Please be as specific as possible. Attach additional sheets of paper as necessary.

Will the requested records be used to further your or someone else's commercial, trade, or profit interest?

If so, fees may be reasonably calculated to cover direct costs of duplication or production of records.

YES ☐

NO ☐

Have you recently requested these materials from someone at the Judicial Council of California or a court? This information will help us more quickly answer your request.

YES ☐ Judicial Council ☐ Courts ☐

Name of person & Date of request: _____

NO ☐

SUBMIT THIS FORM

1) *By Mail:*
Public Access to Judicial Administrative Records
Legal Services
455 Golden Gate Avenue
San Francisco, California 94102

2) *By E-mail:* PAJAR@jud.ca.gov